

CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

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Job Classification **Posting Number** Department Division Section

PN #109613 HOUSTON POLICE ROBBERY

SENIOR CLERK

1200 TRAVIS, 7th FLOOR * Reporting Location Workdays & Hours

MONDAY - FRIDAY, 8:00 A.M. - 4:00 P.M.*

*Subject to change

9 DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Answer telephones promptly in a clear, cordial manner. Able to route calls properly and take messages. Meet with citizens who come in to do reports. Pulls ORI's and supplements, of printer. Distributes same to squad for processing. Check incoming faxes at least hourly and route to correct recipient. Other clerical office duties. Requests for assistance.

10 **WORKING CONDITIONS**

There are no major sources of discomfort, i.e., essentially, normal office environment with acceptable lighting, temperature and air conditions.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Ability to read, write, add, subtract and follow oral and/or basic written instructions as might normally be acquired through nine to eleven years of formal schooling. No special knowledge of any subject area or technical field is required.

12 MINIMUM EXPERIENCE REQUIREMENTS

One year of clerical experience is required

MINIMUM LICENSE REQUIREMENTS

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<u>PREFERENCES</u>
Preference will be given to Spanish speaking applicants.

SELECTION/SKILLS TESTS REQUIRED 15

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Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range – Pay Grade 8</u> 0 Biweekly \$17,316.00 - \$23,920.00 Annually \$666.00 - \$920.00 Biweekly

18 **OPENING DATE** March 29, 2006

19 **CLOSING DATE** April 4, 2006

20 APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st Floor. **Our TDD** (**Telephone Device for the Deaf) phone** number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a preemployment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer